

Par. 1. **Material Transmitted and Purpose** --Transmitted with this Manual Letter is Revised Service Chapter 619-01, Interstate Compact on the Placement of Children Policies and Procedures. Note that new language has been red underlined and old language which is deleted has been struck through. **PI-09-03 has been superseded.**

New Section was added.

**Supervision of Children Placed by a Sending State via the ICPC
619-01-15-02**

Children placed out-of-state with a placement resource in another state will be supervised by the receiving state in the same manner and in accordance with the same standards that children under the jurisdiction of the receiving state are supervised.

Key elements of effective supervision by a receiving state:

- Supervision begins after the placement as been approved by the ICPC office in the receiving state, and the sending state has provided the receiving state with a form 100B indicating that the child has been placed with the approved placement resource.
- First face-to-face contact with the child in the child's home will occur as soon as possible but no later than 30 days from the date that the receiving state is notified that the child has been placed.
- Face-to-face contacts with the child and with the child's care-giver(s)/placement resource(s) will occur with the same frequency and in the same manner that face-to-face contacts occur for children under the jurisdiction of the public child welfare agency in the receiving state. At a minimum, face-to-face contacts will occur at least once per month, as required by Section 422 of the Federal Social Security Act.
- Face-to-face contacts with children will occur **at the child's residence** as often as possible.
- Face-to-face contacts with children will be made by the caseworker in the receiving state who is assigned to supervise the placement.
- Keeping in mind that the sending state bears ultimate financial responsibility for meeting the needs of the child and supporting the child's placement, the supervising worker in the receiving state will assist the child and the child's caregivers in accessing services and

supports that are available and can be provided by the receiving state, such as health care, mental health services, public assistance, educational services, etc.

- When visiting with the family in person or by phone, the supervising worker in the receiving state will do what is possible, and what is appropriate to the role of a supervising worker, to keep the family focused on the achievement of the child's case plan goals established by the child welfare agency in the sending state and to assist the family in the achievement of those goals.
- At least once every 90 days (unless requested more frequently on the 100A form), the supervising caseworker in the receiving state will prepare a written report with regard to the child's placement, and will send a copy of the report to the ICPC office in his or her state. At a minimum the report will include the following:
 - Dates and locations of face-to-face contacts with the child
 - A summary of the child's current circumstances, including a statement regarding the ongoing safety and well-being of the child in placement, and a description of any safety concerns
 - Where applicable, a summary of the child's school performance (include copies of IEP documents, educational evaluations, report cards or other school records, if available)
 - A summary of the child's current health/medical/mental health status, including the dates of any medical/dental appointments and the identity of the healthcare provider seen (include copies of evaluations, reports or other pertinent records)
 - A description of any unmet needs and any recommendations for meeting identified needs
 - Where applicable, the supervising caseworker's recommendation regarding any of the following:
 - Continuation of current placement
 - Return of custody to parent and termination of sending state's jurisdiction
 - Finalization of adoption
 - Granting of guardianship to existing caregivers
- The supervising caseworker and other child welfare authorities in the receiving state will act on reports of child abuse and neglect involving children placed from out-of-state in the same manner that reports of child abuse or neglect are acted upon when children from the receiving state are involved.

SFN 387, "ICPC Supervision Report", (available as an e-form) should be completed by caseworkers responsible for supervising the ICPC case and

should be submitted to the State ICPC office on a quarterly basis. In turn, the report will be forwarded to the sending state.

New Section added to Forms Appendix.

619-01-30-20. SFN 387, ICPC Supervision Report

Purpose: To provide a supervisory report to Sending States in cases where ICPC has been approved for children placed into North Dakota.

Instructions: To be completed by caseworkers who are responsible for supervising ICPC cases. At least every 90 days (unless requested more frequently or less frequently on the 100A form), supervisory reports should be completed and submitted to the ND State ICPC office in triplicate.

The ICPC Supervision Report is a two-page form. If additional space is needed on page one, additional comments should be noted on the second page.

See 619-01-15-02 for key elements of effective supervision by a Receiving State.

Par. 2. Effective Date – April 1, 2009